

17 February 1981

MEMORANDUM FOR: President, EAA

FROM :   
EAA Coordinator

SUBJECT : Purchase of Camping Equipment

1. We presently have six tents which must be replaced for camping as a result of wear and tear caused by camping activities. The CY-81 budget has a request in it for \$300 (the same as CY-80) to purchase camping equipment.

2. Montgomery Wards is presently running a one-half price sale on tents through c.o.b. 18 February (tents which normally cost \$89.99 are on sale for \$44.97). Since we will not address the new budget until 20 February but can anticipate that the camping budget will be approved, your approval is requested to authorize EAA to make the purchase of the needed six tents.

APPROVED:

President

26 FEB 1981

Date

DISAPPROVED:

President

Date

NOTE FOR THE RECORD:

THIS REQUEST CANCELLED  
BECAUSE EEA/COORDINATOR,  
 ADVISED THAT HE  
COULD GET BETTER DEAL THRU  
STATE DEPT STORE MANAGER'S  
CATALOG. HE'LL HAVE EEA STORE  
BUY THEM FOR HIM. *GEN*  
2/19/81

Date

2/17/81

TO: (Name, office symbol, room number, building, Agency/Post) Initials Date

1. DD/PPPM

17 FEB 1981

2.

3.

4. DC/BSD

GA 2/18/81

5. TERRI - EAA CHRONO W/ ROUTING SHEET

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

A nice Savings!

3

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

BSD *Gerry*

Room No.—Bldg.

5E-56 Hdqrs.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA

EMPLOYEE ACTIVITY ASSOCIATION

Field Four Athletic Area

Reservation Information:

STAT

The area contains a softball field, a basketball court/double volleyball court, several picnic tables with joined benches, and a large grassy area.

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It is the responsibility of the applicant and alternate to maintain control over the behavior of the members of your group and to insure that they understand, and comply with, the following regulations:

1. ELIGIBILITY: Applicant and alternate must both be current CIA employees and members of EAA.
2. ACCESS: Access to the area is by a numbered card key. Upon completion of this application, and payment of a \$25.00 deposit, two cards will be issued for the applicant and alternate.
3. PARKING: The immediate parking area for Field #4 holds approximately 30 vehicles and is designated by the chipped stone lot and the extension as indicated by the two red flags. Parking on the access road, the grass, or any other area other than those authorized is prohibited.
4. ACCOMMODATIONS: The area does not have access to water, electricity, or toilet facilities. Fires in the area are not permitted.
5. ALCOHOLIC BEVERAGES: Only beer is permitted for your picnic. Draught beer is suggested in order to reduce litter. State laws prohibiting the consumption of alcoholic beverages by minors must be observed.
6. LIABILITY: The permittees and group members will hold CIA/EAA harmless from any claim or liability resulting from authorized use of the area.
7. CLEANUP: The area must be cleaned before the group departs. An inspection of the area will be made prior to the return of your deposit.
8. DEPARTURE: All activities must be concluded by dusk. The applicant or alternate must contact the Security Duty Office (SDO) from the Federal Protective Officer (FPO) Booth at the main gate when your group departs to advise that the activity has been completed and the gate has been locked.
9. EMERGENCY: On Saturday/Sunday, the telephone in the FPO Booth at the main gate may be used to call the SDO on  or FPO office on .

STAT

EAA Field Four Athletic Area

ACTIVITY DATE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ EAA CARD NO: \_\_\_\_\_

TELEPHONE: (Home) \_\_\_\_\_ (Office) \_\_\_\_\_

ALTERNATE NAME: \_\_\_\_\_ EAA CARD NO: \_\_\_\_\_

TELEPHONE: (Home) \_\_\_\_\_ (Office) \_\_\_\_\_

ANTICIPATED NUMBER OF PERSONS: \_\_\_\_\_

TIME OF ARRIVAL (Approximate): \_\_\_\_\_ TIME OF DEPARTURE: \_\_\_\_\_

DEPOSIT PAID: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

DEPOSIT RETURNED: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

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We have read the above regulations and agree to abide by them.

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

ALTERNATE: \_\_\_\_\_ DATE: \_\_\_\_\_

Original to EAA  
Copy to Applicant

☐ UNCLASSIFIED☐ CONFIDENTIAL☐ SECRET

## REQUEST FOR LOGISTICS SERVICES

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION : Space Maintenance &amp; Facilities Branch/LSD/OL

## Service Requested:

It is requested that an Emergency Telephone be installed at the Athletic Field designated Field 4, behind the Printing Service Building.

Attachment

☐

Yes

☒

No

Deadline Date, if applicable

ASAP

## Justification:

The nearest telephone, after duty hours, is at one of the two access gates to the CIA Compound. Having to drive to either of them could waste precious time in an emergency.

## Special Considerations, if any:

All that is actually needed is a phone that could be used to contact the Security Duty Officer, or the FPO Office.

Location where work is to be performed (room no. &amp; bldg.)

Contact Official

Cost Center

Tel. Ext.

Field 4, behind the  
P&PD Building.

Date of Request

Requesting Officer

10 March 1981

☐ SECRET☐ CONFIDENTIAL☐ UNCLASSIFIED

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Deputy Chief, Benefits and Services  
Division, OPP&M

EXTENSION

NO.

DATE

19 March 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/BSO

2.

DD/PPP&M/SP

3.

EA/PPP&M

4.

DD/PPP&M

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached are the rules and regulations which, with your approval, we will promulgate for the use of the EAA Athletic Area. We obtained a similar type form from the U.S. Department of the Interior and have added some rules and regulations of our own. (Attachment A)

We are also concerned that in case of an emergency at the field on either Saturday or Sunday there is no access to a telephone to call for assistance. Therefore, if you have no objection, I will forward the attached request to LSD asking that an emergency telephone be installed at the athletic field, connecting the field with the SDO/FPO. (Attachment B)



*Held*

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STA

FRO	Chief, Benefits and Services Division 5E-56 Headquarters	EXTENSION	NO.
			DATE 5 March 1981

STAT

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DD/PPP&M/SP				<p>Attached is a request for use of the EAA Field for a COMMO Picnic. In anticipation that this might be favorably considered, we are working up some "rules" for use of the area, using a list of "do's and don't's" from one of the area parks as a guide. In this particular case, our major concern is insufficient parking. We will be presenting our suggestions in the next few days. In the meantime, I wanted to make you aware of the request. Also I think we should alert the Office of Security and get their reaction. If you agree, I will contact Physical Security Division in that regard.</p>
2. EA/PPP&M				
3. DD/PPP&M				
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STAT

03 MAR 1981

STAT MEMORANDUM FOR: [REDACTED]  
Executive Officer, EAA  
STAT FROM: [REDACTED]  
SUBJECT: Picnic on EAA Ball Field Grounds

Bill,

As discussed with you today on the phone, some OC retirees are planning a picnic for 3 May (rain date - 10 May). They have asked me to inquire about the availability of the EAA ball field for the picnic. If it is available, the group will be responsible for ensuring that the grounds will be left as found. Further, there will be no public dispensing of alcoholic beverages; attendees will furnish their own beverages and food items.

I have no idea how many will be attending but would guess somewhere around 200 as both current employees and retirees will be invited.

STAT There is considerable work to be done by the picnic committee and I would appreciate a decision from you as soon as possible, hopefully no later than the week of 9 March. I can be reached on extension [REDACTED]

[REDACTED] STAT